



**Assistant Chief, Legal Division, Department of Transportation
Departmental Promotional
Exam Code: 7TR02**

**Department: Caltrans
Bulletin Release Date: January 5, 2017
Final Filing Date: January 23, 2017
Examination Date: **March 9, 2017**
Salary: \$9,780.00 to \$12,564.00**

INTRODUCTION

Caltrans is pleased to announce the posting of the **Assistant Chief, Legal Division, Department of Transportation** examination. Employment from this examination may be offered in Caltrans Districts 4 (Oakland), 7 (Los Angeles), 11 (San Diego) and Sacramento County.

Candidates may only establish eligibility in the locations listed above. Testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

This is a Departmental Promotional examination for Caltrans. Applicants must be:

- 1) A permanent civil service appointment with Caltrans as of the final filing date in order to participate in the examination; or
- 2) Have been employed with Caltrans within the last three years, without a break in State civil service; or
- 3) A current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
- 4) A current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
- 5) A person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination.

FILING INSTRUCTIONS

[Applications \(STD 678\)](#) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

***FILE BY MAIL:**

**Caltrans
Examination Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036**

***FILE IN PERSON:**

**Caltrans
Examination Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816**

***Candidates are responsible for obtaining proof of mailing or submission of their application to Examination Services.**

SPECIAL TESTING ARRANGMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements.

POSITION STATEMENT

Under direction, either to (1) coordinate on a statewide basis, one or more complex, and major specialized areas of the legal work in the Legal Division, Department of Transportation, or (2) have statewide responsibility for the Department's legislative program; to be responsible for the work of a group of attorneys; and to do other related work.

ELIGIBLE LIST INFORMATION

A promotional statewide eligible list will be established for Caltrans Districts 4 (Oakland), 7 (Los Angeles), 11 (San Diego) and Sacramento County. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on the application indicates that you read, understand and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

NOTE: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://calhr.ca.gov/state-hr-professionals/pages/5786.aspx>

MINIMUM QUALIFICATIONS

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.) and Either I One year of experience performing duties of Deputy Attorney III, Department of Transportation, in the California state service.

Or II

Broad and extensive legal experience (more than five years) in the practice of law* in connection with the acquisition of property for the construction, operation or maintenance of works for public use, of which at least two years must have involved the handling of legal matters of the highest degree of difficulty and responsibility.

EXAMINATION INFORMATION

The test is scheduled for March 9, 2017.

This examination will consist of a Modified Qualification Appraisal Panel (ModQAP). Accepted candidates will participate in the **examination using a computer to type their responses**. The examination will consist of **patterned questions with set responses, not multiple choice questions**. This examination will be weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. California law relating to acquisition, financing, administration, and construction of state highways
2. California law relating to the tort liability of California public entities and Caltrans, its agencies, commissions, agents, officers, and employees, and the pertinent claim statutes and procedures
3. Rules of evidence and conduct of proceedings in trial and appellate courts in California and the United States and before administrative bodies
4. Principles of supervision
5. Legal principles and their application with particular reference to the law of contracts, torts, real property, eminent domain, environmental, employment, claims against public entities, and laws governing public officers and agencies and their liabilities
6. State Contract Act and the statutes and constitutional provisions governing the organization and conduct of the work of Caltrans
7. Legal principles and their application relating to public highways
8. Caltrans' Equal Employment Opportunity Program objectives
9. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives
10. Legal ethics and professional responsibilities

Ability to:

1. Plan and direct the activities of a staff of attorneys and other legal personnel
2. Analyze and appraise difficult and complex legal problems and apply legal principles and precedents to particular sets of facts
3. Advise and assist in a legal consulting capacity
4. Write clear and concise reports, legal briefs, legal opinions, and correspondence on complex legal matters
5. Present oral and written statements of fact, law and agreement clearly and logically
6. Address an audience effectively
7. Maintain the confidence and respect of members of the legal profession and other officials and persons
8. Effectively promote Caltrans' equal employment opportunity objectives and maintain a work environment that is free of discrimination and harassment
9. Use a computer and basic computer applications, including electronic databases
10. Edit written work product, including for accuracy and effectiveness
11. Work cooperatively with a variety of individuals and organizations

SPECIAL PERSONAL CHARACTERISTICS

A high degree of skill in preparing and conducting actions and proceedings before courts and administrative bodies.

VETERANS' PREFERENCE

Veterans' Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

For more information regarding this examination, please contact the examination analyst at (916) 227-5189.

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact **the testing department** three days prior to the written test date if he/she has not received his/her notice to appear.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant.

However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf>, California Department of Human Resources (CalHR) offices, and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Caltrans reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.